CORPORATE/PARTNERSHIP/FIDUCIARY TAX RETURN CHECKLIST 2022

1. Reconcile all your checkbooks and savings accounts before you send us your QuickBooks file.

2. Reconcile all your credit cards before you send us your QuickBooks file.

3. If you have paid for expenses personally, and they are NOT reflected in QuickBooks, please give us a list including the date of purchase, what was purchased and cost.

4. If you use a personal vehicle for your business – we need
    - The make and model of the vehicle
    - The date first used for business
    - The total mileage for the period
    - The total business mileage

5. If you have a business car that has any personal use – we need
    - The total business miles
    - The total personal miles

6. Send us copies of (if applicable):
    - All credit card statements that include 12/31/22
    - All bank statements that include 12/31/22
    - All line of credit statements that include 12/31/22
    - Any loan statement that includes 12/31/22
    - Copies of all new lease agreements that you entered into in 2022
    - Copies of your corporation's annual minutes
    - Purchase documents for any new vehicle or large equipment purchase
    - Any new loan agreements for 2022, including new vehicle loans
    - Payroll reports (all quarters), if we didn't do the returns
    - December 2022 sales tax report

7. Send us copies of your QuickBooks **backup** file (.qbb file)

    IMPORTANT information regarding QuickBooks below, please read!
    - PLEASE DO NOT SEND AN ACCOUNTANT'S COPY.
    - Please give us your password and the version of QuickBooks that you use.
    - You may email us your QuickBooks backup file through Smartvault.

8. **SECURESEND INSTRUCTIONS:**
    1. Go to www.smartvault.com
    2. Log in to your account.
    3. Click on your folder with your name.
    4. Click Tax Documents.
    5. Drag files or browse to find documents on your computer and follow instructions.
    6. If you have any issues, feel free to contact us and we will help you!